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Amendment Record

Amendment Version #	Date Reviewed	Clause	Description of Amendment
1.0	Jan 2015	4.2	National Contractor Induction replaces NSW Contractor Safety Induction
		Appendix 1	Flowpath updated to reflect and support current process
1.1	June 2015	5.14	Electrical Safety Induction added
1.2	November 2015	3.1	Functional Category Expert updated
			Wording simplified in document for clarity
1.3	April 2017	6.9	Clarification – Management of medical restrictions
		6.14	Clarification – Drug and Alcohol Testing
1.4	August 2022	All	Document updated to remove references of Onsite/Pegasus and added RIW as the new competency management system with related sections
			Removed frequently asked questions and added them into the appendices
			Added Track Force Protection Coordinator/Track Worker to sections 2.3 and 2.4
			Removed “The exception to this is for the Defined Interstate Rail Network for the purpose of walking inspection only” from Section 2.4
			Minor changes to document styling to be consistent with the current ARTC Procedure Template

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1 Introduction

1.1 Purpose

The purpose of this guideline is to provide detail for people planning to or conducting rail safety work in the ARTC rail corridor as a Rail Industry Worker (RIW).

1.2 Scope

The scope of this guideline is for people undertaking rail safety work in the ARTC network, which includes: employees, other rail operators, contractors, subcontractors and suppliers and other parties.

1.3 Procedure Owner

The General Manager, People and Culture is the guidelines owner and is the initial point of contact for all queries relating to this procedure.

1.4 Responsibilities

The General Manager, People and Culture is responsible for the implementation of this procedure.

ARTC Managers and Contractors are responsible for communicating this procedure and ensuring people understand the requirements for working and entering the ARTC corridor.

ARTC Managers and contractors are responsible for ensuring the RIW maintains current competencies whilst completing work for ARTC. This is confirmed:

- Prior to works commencement – ARTC staff confirm contractors hold RIW cards which contain current competencies for the roles being performed.
- At commencement and during works by ensuring contractors have a RIW card in their possession.

Rail safety workers are responsible for:

- Ensuring their competencies required to complete rail safety work for ARTC are valid, current and relevant to the work that they undertake.
- Not undertaking work or tasks for which their competency has not been certified.
- Maintaining and making available records of their training and work experience for use in assessing their competency in accordance with this procedure.
- Having the rail industry worker card available at all times when performing rail safety work and provide it to an authorised person when asked to do so.
- The verification of Rail Industry Worker documentation uploaded into RIW system against ARTC business rules. RIW also issue the RIW card when mandatory documentation is verified.

1.5 Reference Documents

The following documents support this procedure:

- National Standard for Health Assessment of Rail Safety Workers
- Rail Safety National Law
- Drug and Alcohol Policy and Procedure
- Health and Fitness
- Risk Management Procedure
- Project Management Procedure
- Protocol for Entering the ARTC Rail Corridor

NOTE: Contractors will not be able to access some documents using the links in this document. Reach out to your ARTC contact if further information is required.

1.6 Definitions

The following terms and acronyms are used within this document:

Term or acronym	Description
Academic Transcript	An official, comprehensive and verifiable copy of a student's record of learning relating to their qualification.
Accredited Body	An organisation delegated by a higher authority to deliver AQF and/or other competencies.
Act or 'the Act'	Refers to the Rail Safety Act applicable in the relevant state.
ARTC's Competency Matrices	Matrices that match ARTC's rail safety worker roles with required competencies.
ARTC	Refers to Australian Rail Track Corporation Ltd.
Assessor	Person who reviews and approves rail safety worker's evidence of competence.
Australian Skills Quality Authority (ASQA)	ASQA is the national regulator for Australia's vocational education and training sector.
Australian Qualifications Framework (AQF)	The national policy for regulated qualifications in Australian education and training.
Authorised Health Professional	Refers to a health professional typically with a qualification in medicine or in nursing with a post graduate qualification in occupational health nursing, who has been selected by accredited rail organisations, on the basis their compliance

Term or acronym	Description
	with the specified criteria, to undertake rail safety worker health assessments.
Authorised Person	A person authorised to view a RIW card including ARTC managers, site supervisors, protection officers, investigators and rail safety regulators.
Card Issuing Body	Refers to Rail Industry Worker program (RIW) owned by the Australasian Railway Association (ARA) and endorsed by ARTC
Certified documents	Documents which are confirmed as true copies of the originals, by a person authorised to do so.
Competency (Unit of Competence)	A unit or component of a qualification issued by either an accredited or non-accredited body and recognised by ARTC.
Competency Management System	ARTC's competency management system utilises Rail Industry Worker program (RIW) to capture the competencies of rail safety workers to meet the requirements of the relevant Act.
Contractor	A company or individual engaged by ARTC to undertake a specific project, function or maintenance works in accordance with an agreement (e.g. construction, maintenance, installation, commissioning, consultancy and other specialist types of work).
Danger Zone	Area within 3 metres of the running railway line.
External Third Party	Companies or individuals engaged from non-railway organisations wishing to access, install or maintain their own infrastructure within the railway corridor. (eg utility providers, local authorities etc).
Incident	An occurrence, as defined in AS4292, involving or affecting operations on the ARTC network, which results in or has the potential to cause death or injury, property damage, disruption to train services, or adverse environmental consequences.
Network Controller	Guide and manage the movement of trains over the ARTC network. Respond to emergencies and other irregularities in accordance with the stipulated rules, regulations and instructions.
Private Data	Data or documents are labelled as private data within the competency management system where access to view this information is restricted.

Term or acronym	Description
Rail Corridor	Sections of the ARTC rail network which have a uniform kilometerage regime or which run between major network junctions.
Rail Safety Work	Rail Safety Work is where an employee, contractor, subcontractor or volunteer is performing work on a railway system. Further definition of rail safety work can be found under the Rail Safety National Law Act
Rail Industry Worker	Refers to those carrying out rail safety work under one or more roles from ARTC's functional categories.
Rail Industry Worker Card	Card that electronically captures competencies of those carrying out rail safety work under one or more of ARTC's functional categories.
Rail Industry Worker (RIW)	The Rail Industry Worker Program is owned by the Australasian Railway Association (ARA) and endorsed by ARTC. The RIW Program meets our regulatory requirements and complies with Rail Safety National Law.
Registered Training Organisation	A vocational education and training organisation registered by ASQA to deliver training in accordance with the AQF.
Regularly working in the Rail Corridor	This means someone who enters the rail corridor on a regular basis. Regular can mean once every: week, month, quarter. This shows a continuance of entering the corridor.
Relevant experience	Any experience presented for assessment needs to be directly related, connected or important to the role.
Statement of Attainment	A record issued by a registered training organisation when an individual has completed one or more units of competency from nationally recognised qualification or course.

2 External third parties to ARTC

External third parties to ARTC are either:

1. Contractors who are contracted by ARTC to undertake work.
2. Utilities, telecommunications, local authorities, etc. who need to undertake work as a part of their business activities that has the potential to impact on ARTC rail infrastructure.
3. Organisations and individuals considered to not fit into the above two categories and may need to enter the rail corridor without a RIW Card.

2.1 Contractors

Contractors can include any person performing rail safety work, covered under Rail Safety National Law, in ARTC corridors that has the potential to impact on ARTC infrastructure.

This could include subcontractors, suppliers* and other rail operators.

* Suppliers who are purely in the corridor for work estimating purposes refer document “Protocol for Entering the ARTC Rail Corridor”.

2.2 Utilities, Telecommunications, Local Authorities, etc.

Inquiries and applications regarding access or works adjacent to the Railway Corridor are to be directed to ARTC Property who will facilitate the assessment and acceptability of your proposal.

While external third party roles in this category have not been captured on Rail Industry Worker matrices, there is still a requirement for workers of these organisations to have the minimum competency requirements when regularly working in the ARTC rail corridor as follows:

- Around the Track Personnel role
- Mobile Plant Operator roles if using mobile plant inside the corridor

NOTE: These roles are identified in the Australasian Railway Associations (ARA) matrix.

2.3 Accessing Rail Corridor without a RIW Card

There would be occasions where persons may want to access the rail corridor for purposes of performing certain rare, emergency or specialist activities in the rail corridor.

Personnel described in this section that enter ARTC’s rail corridor, the requirement for a Protection Officer/Track Force Protection Coordinator/Track Worker or other state equivalent protection role applies. Contact the relevant ARTC Manager responsible for the visitor(s), who is to implement the appropriate controls.

For situations and controls for people accessing the rail corridor without RIW card refer document “*Protocol for Entering the ARTC Rail Corridor*”.

2.4 Can I work without a Protection Officer/Track Force Protection Coordinator/Track Worker or other state equivalent protection role?

No. If you intend to carry out any work within the rail corridor you will be required to work under supervision of a person holding a competency to assess risk and implement applicable protection methods.

3 Worker Competence

3.1 Categories of rail safety work

Rail safety work is work carried out specific to ARTC's accreditation under the National Regulation/National Law and other regulatory obligations. Rail safety work is categorised into functional categories with Functional Category Experts (FCE) appointed by ARTC to provide specialist advice and act as Subject Matter Expert (SME).

Category	Appointed Functional Category Expert (FCE)
Communications & Wayside Devices	Communications Manager
Network Operations	Service Delivery Manager
Plant and Equipment	Plant and Inventory Manager
Safeworking	National Rules Manager
Structures	National Bridge and Structures Manager
Track and Civil	Manager Standards
Engineering, Design and Project Management	General Manager Technical Standards
Signals (Engineer and Technician)	Signalling Standards Engineer

3.2 Competency Matrices

The functional categories are further broken down into Rail Industry Worker (RIW) roles, which are described in competency matrices. These roles detail the minimum competencies required to perform that role for ARTC. Further state and local requirements may be required. Competency matrices can be found at the ARTC Website.

NOTE: To be competent, a RIW may require competencies from more than one matrix.

Matrices are updated as required. Matrices' updates may include changes in National training packaging rules, ARA consolidation of roles and potential risks identified when work is undertaken or as a result of an investigation.

3.3 Competency Currency

All RIW must provide relevant and current competencies for each role. It is the RIW responsibility to ensure that they comply with this requirement when completing rail safety work for ARTC.

To assist with issues concerning competency currency, a Registered Training Organisation (RTO) can provide specialist advice. RTOs registered to deliver qualifications can be found at the website:

- http://training.gov.au/ (Link to how to find a training organisation),
- for safeworking competencies, refer the ARTC safeworking webpage for endorsed RTOs.

Some ARTC roles also have recertification periods for the competencies necessary for the role, which are identified on the relevant matrices.

ARTC Training Advisors will monitor ARTC employee competency currency and organise training as required and in consultation with the organisation.

4 Breach Management

4.1 Drug and Alcohol Breaches

4.1.1 What is a drug and alcohol breach?

A drug and alcohol breach is a breach of the ARTC Drugs and Alcohol Procedure. This can include, but is not limited to, being in possession of illegal drugs, submitting a confirmed positive alcohol or drug test sample, evading alcohol or drug tests, interfering with, or theft of drug test samples - whilst you are conducting work, or about to conduct work, or have just conducted work, on behalf of ARTC.

4.1.2 How is a drug and alcohol breach managed?

Once a breach has been confirmed, you may be directed to leave the workplace, your Rail Industry Worker Card may be suspended (blocked) and the rail safety regulator notified. If multiple breaches have occurred on the same occasion, the higher suspension period will be applied.

For employees refer to the Drug and Alcohol Policy and Procedure.

Positive Alcohol Test - Penalties				
Test Reading	> 0.00 – 0.049	0.050 – 0.079	0.080 – 0.149	0.150 or greater
First Offence	1 month Suspension	2 months Suspension	3 months Suspension	12 months Suspension
Subsequent Offences	Case review by an ARTC Officer. The ARTC Officer may indefinitely suspend the worker's Rail Industry Worker Card.			

Positive Drug Test and Other Breaches - Penalties	
Suspension *First Offence*	3 month suspension. Condition for suspension removal: Two negative urine drug tests conducted at least one day apart, post the 3 month suspension period.
Subsequent Offences	Case review by an ARTC Officer. The ARTC Officer may indefinitely suspend the worker's Rail Industry Worker Card.

4.1.3 Who manages case reviews and suspensions (blocks) of Rail Industry Worker Cards?

ARTC Corporate Work Health and Safety manages case reviews and suspensions (block) of RIW cards.

4.1.4 What happens if my Rail Industry Worker Card is suspended (blocked)?

You will not be allowed to work on the Australian Railway Network until the suspension (block) is removed.

4.1.5 Who may conduct drug tests that are required for the removal a RIW Card suspension (block)?

Tests are to be conducted by an Authorised Health Professional, or an ARTC Authorised Testing Officer.

4.2 Safeworking Breaches

Safeworking breaches need to be reported immediately to the Network Controller and your supervisor.

If a person is involved in a safeworking breach, their card will be blocked and/or specific safeworking roles suspended with an investigation undertaken. Refer Appendix 3 for the Safeworking breaches flowpath.

4.3 Persons authorised to Block an RIW Card and Suspend Roles

If a contractor has had a safeworking breach, ARTC will provide them with written notification that their card has been blocked. Contractors are then unable to perform rail safety work for ARTC until actions from an investigation are resolved.

The following ARTC persons are authorised to suspend an RIW card:

Delivery Managers – who may delegate their authority for initial actions to operational team managers;

Compliance Managers;

Persons undertaking Safeworking activity audits or investigations.

4.4 Reporting safeworking incidents

All incidents must, in the first instance, be reported to the Network Controller.

All contractor Safeworking incidents must be reported as per ARTC's notification matrix for incidents reported to network control, a copy of which can be found here: http://intranet.artc.com.au/docs/safety/safety_manag/Incident_Notification_Matrix

4.5 What if I leave my employer before my card is unblocked or role unsuspended?

If your card has been blocked or a role suspended due to a breach and you leave your employment before complying with any actions arising from the investigation, you will need to:

- In the case of a drug and alcohol breach you will need to provide evidence to the ARTC Corporate Work Health & Safety Coordinator to verify.

In the case of a safeworking breach you will need to provide evidence to the ARTC Representative who initiated the suspension to verify.

5 Risk Management

There is the potential for risk working within rail corridor. For this reason there is more than one method to manage risk to rail safety workers. These include but not limited to:

- RIW System;
- Auditing;
- Toolbox and Prestart meetings;
- ARTC Procedures, such as: Risk Management and Project Management.
- Contracts for work;
- ARTC Risk Register

5.1 The RIW System

The RIW system allows the management of worker competencies and qualifications by establishing key rail industry worker roles. As such review of ARTC specific rail safety worker roles are required on occasion to ensure they meet changing job requirements.

Roles are updated for several reasons, which include: changes in National training packaging rules, ARA consolidation of roles and potential risks identified when work is undertaken or result of an investigation or risk assessment.

Completed risk assessments are captured on the ARTC Risk Register.

Changes to roles are captured in the relevant matrix located on the ARTC website.

5.2 Auditing

ARTC auditors, compliance team and safety officers are responsible for checking competencies of personnel within the rail corridor during their audit process or during any unplanned visits.

Employees or contractors performing the role of worksite supervisor or equivalent are responsible for checking employees and contractors on site for validity of the identification cards held by employees and contractors on a worksite.

Audits will focus on the level of compliance with this procedure, compliance to safe working rules and Rail Industry Worker record management. Audits will be conducted on the basis of the status and importance of the rail safety work and associated risk in accordance with ARTC's Risk Management Procedure.

An ARTC assessor may on any occasion undertake an audit of the supporting information and assessment documentation for a RIW. The assessor may request further information from the RIW with regard to the audit. The RIW will provide the additional information within a reasonable time.

6 ARTC RIW Dispute Resolution Process

Step 1: Written notice of dispute.

The contractor must write to ARTC via the respective functional webpage email with details of the complaint including:

- the nature of the dispute;
- the outcome the contractor wants; and
- what action the contractor believes will settle the dispute.

Step 2: Consultation between the parties.

ARTC will contact the contractor and attempt to resolve the dispute in a timely manner (within 3 business days). If the dispute relates to a competency assessment, ARTC will provide an alternate assessor to review the initial decision.

Step 3: Appointment of a mediator.

If the dispute cannot be resolved within 21 days of receipt of the initial dispute from the contractor, either party may refer the matter for resolution to an advisory panel. The panel will consist of:

- the Compliance Manager or delegate;
- the functional category expert for the area in dispute;
- People Team representative

Step 4:- Mediator decides time and place for mediation.

The advisory panel decides the time and place for the mediation.

Step 5:- Mediation.

A joint mediation session will be held with both parties to the dispute where all relevant documentation will be tabled and potential solutions explored. If the dispute cannot be resolved during the joint session, the mediator may hold private in-confidence sessions with each party. If a common objective can be found during the confidential sessions, the mediator will be able to assist the parties in further negotiations.

Step 6:- Agreement is reached or mediation is terminated.

The mediator will assist the parties document the agreed outcome. The mediator may terminate the mediation at any time if:

- a resolution is unlikely to occur;

- 30 days have elapsed since the start of the mediation and the dispute has not been resolved;
- either party asks the mediator to do so.

Where mediation is not successful in resolving a dispute, the issue is referred to the ARTC General Manager People for a determination.

7 Appendices

7.1 Appendix 1- Frequently Asked Questions

7.1.1 Application Process

The application process and issuing of cards is managed by Rail Industry worker (RIW), an external organisation, owned by the Australasian Railway Association (ARA) and is used by rail operators to manage rail safety worker competence. The Rail Industry Worker Program (RIW) is a national competency management framework for rail workers across Australia and is used by rail operators to manage rail safety worker competence.

The first step to identify if you need a RIW card is to go to the ARTC Website: http://www.artc.com.au/

For ARTC employees the application process is managed by the ARTC People Team.

NOTE: Some people will have either: a Rail Safety Worker (RSW) card or a Rail Industry Worker (RIW) card. Both are still valid. The RSW card is still valid until the renewal date printed on the card. RSW cards were issued from November 2011 before the name changed to RIW in April 2013

7.1.1.1 Do I need a RIW Card?

Yes - if you intend carrying out rail safety work for ARTC or one of its contractors.

7.1.1.2 What are the minimum requirements to obtain a RIW card?

ARTC's Minimum requirements for all RIW cards are:

- 100 Points of Identification;
- Medical category level to meet the requirements of the job role being undertaken on site.
- Construction Industry Induction;
- Relevant Track safety induction (see Clause 5.13)
- ARTC National Contractor Induction (not for ARTC employees).

7.1.1.3 Where do I get a RIW card?

To apply for a Rail Industry Worker card, go to www.riw.net.au (Please note: this is an independent company managing the national rail industry worker competence system)

Approved medical providers are also found on the Rail Industry Worker website: https://www.riw.net.au/authorised-health-professionals/

RIW cards can only be requested by an approved company registered in the RIW System.

Once a new cardholder is created in the RIW System by a company, the cardholder will be emailed a link to set up their my RIW account so they can approve the employment request. They will also need to complete an ID check.

Once the ID check is approved (and the cardholder's subscription is paid by the employer), the company can then request the issue of an RIW card. The employer will also be able to manage the cardholder's profile by uploading competencies, job roles, and/or medicals.

For more information about how to get a RIW please visit How do I get a Rail Industry Worker card

7.1.1.4 What role or roles do I need?

To identify a role you may need as a rail industry worker, go to the ARTC website and refer to the relevant category matrix.

Each role will have specific competencies you need to meet and upload to the RIW system for verification.

NOTE: Some roles previously on ARTC matrices have moved to the ARA National Matrix.

7.1.1.5 Who can I contact to assist me with my application?

If you cannot find a role or need further assistance, direct your questions via the email found on the relevant ARTC Category Website.

Any questions regarding business registration, competency upload and verification, card payment or the issuing of rail industry worker cards should be directed to the card issuing body RIW at 1300 101 682.

7.1.1.6 Can my application for ARTC roles be rejected?

Yes. In some cases of fraudulent behaviour, your application for ARTC roles may be rejected. If this was to happen you would be contacted and advised of any investigation outcomes.

7.1.1.7 When will I be advised if my application is successful?

You will need to contact RIW to confirm how long your card will take to be issued.

If an RIW card is required immediately, Employer Administrators can issue a virtual RIW card free of charge to cardholders, which can be stored on the cardholder's smartphone.

For more information please go to RIW Website - How long will it take to receive my RIW card

7.1.1.8 Who will advise me of my successful application and how will I be advised?

RIW will advise you via your agreed method of contact. Your card will be sent to you or the nominated representative via registered post.

7.1.1.9 What can I do if my competency evidence is rejected?

When a competency is rejected, the RIW System User who submitted the evidence will receive email notification that the competency has been rejected. A Verification Notes pop-up will appear in Evidence verification section, detailing the date of rejection, the short rejection reason and rejection reason notes. For further information go to Competency Management: Rail Industry Worker

If you still disagree with the evidence being rejected, you will need to contact RIW for further information.

7.1.2 Requirements of having a RIW card

7.1.2.1 What does the rail industry worker card allow me to do?

The card allows you to carry out rail safety work for ARTC in the roles you have selected and provided evidence. Contractors must ensure they select all roles they intend to perform for ARTC and provide the appropriate competency evidence.

7.1.2.2 When don't I need a card?

There are occasions when contractors can enter the ARTC rail corridor without the need to possess a RIW card. Refer to document "*Protocol for Entering the ARTC Rail Corridor*".

7.1.2.3 Are contracting companies responsible for notifying their sub-contractors about the cards?

Yes. All sub-contractors who will be carrying out rail safety work on the ARTC network must have a card so contractors must advise them.

7.1.2.4 What if my card is lost or stolen?

If you lose your card, it is left at home or it is stolen, ARTC will accept RIW virtual card. You will not be able to access the ARTC rail corridor without your physical or virtual card. Contractors will need to contact RIW as soon as you notice you have lost your card. Employees will need to contact the HR Coordinator.

7.1.2.5 What if I am a new applicant and need to start work and have not received my RIW card from RIW yet?

For new applicants only, if you have applied and meet the requirements of your role and you have not yet received your RIW card, ARTC will accept the RIW Virtual card. A virtual RIW card is an electronic version of the physical RIW card. Virtual card can be issued by your primary employer. Once issued, the virtual card can be downloaded onto a mobile device such as a smart phone by using the Vircarda App.

For more details on how to obtain RIW virtual card , please go to how to download RIW Virtual Card.

7.1.2.6 How long will the card be valid for?

The card will be valid for 5 years from the date of issue stamped on it. Note that individual competencies contained within the card will have differing validity periods – for example Safeworking qualifications are only valid for two years.

7.1.2.7 What happens when my card expires after 5 years?

An automatically generated reminder to renew your card will be forwarded to the email address contained in the RIW system – so it is important that the address is kept current by you.

For ARTC employees expiring cards are managed by Human Resource Coordinators and will be sent to you.

7.1.2.8 Do I have to buy the RIW card or is it issued to me?

Contractors will need to purchase the RIW card. Card costs are the responsibility of you or your contracting company. Confirm with RIW card costs. Card costs are the responsibility of you or your contracting company. Please go to How do I get a RIW card for further information,

ARTC Employees will be issued a RIW card when starting with ARTC. If you already have a card a new one will not need to be issued. Future card costs, such as renewals, will be managed by HR Coordinators.

7.1.2.9 Who pays for the card when a contractor works for multiple companies?

Contractors have the option of linking themselves to multiple companies in the RIW system. In these instances, the card can be purchased by either the contractor or by a company on their behalf.

7.1.2.10 What happens when I leave my employer?

When you leave your employer, you are required to:

email RIW (info@riw.net.au) or phone 1300 101 682advising employer changes;

ensure your employer disassociates you from their company;

The ARTC People Team will manage employees leaving ARTC.

Note: this will make your rail industry card inactive. As such you will be unable to work for ARTC until you are either employed by a company registered in RIW or you obtain an ABN and register yourself as a company/sole trader in RIW

7.1.2.11 As a Contractor, what happens if I work for a number of different Rail Operators?

When purchasing a rail industry worker card a contractor can select roles for several Rail Operators. Provided ARTC roles have been selected and the competencies verified there are no additional requirements for contractors to perform rail safety work for ARTC.

7.1.2.12 What WHS Construction Industry Induction certificates does ARTC accept?

ARTC accepts Comcare or State or Territory Health and Safety Regulator issued Construction Induction Training Cards (often known as White Cards).

7.1.2.13 What rail industry/track safety inductions does ARTC accept?

ARTC currently accepts the following forms of track safety awareness for access across the Network:

- National Track Safety Awareness delivered by a registered training organisation approved by the rail operator;
- In New South Wales, Rail Industry Safety Induction (RISI) issued by a Registered training organisations;
- In Victoria, Level 1 Train Track Safety Awareness provided by a registered training organisation approved by MTM*;
- In South Australia, track safety awareness induction offered by an accredited rail operator including Genesee and Wyoming and Public Transport Services South Australia; and
- In Queensland, SARC (Safely Access the Rail Corridor) or RCI (Rail Corridor Induction) noting neither course maps fully to TLIF0020.

* Registered training organisations acceptable to MTM include Skilled, CERT, The Instruction Company, Rail Safeworking Solutions and John Holland.

7.1.2.14 Electrical Safety Induction

The ARTC network includes shared corridors which have electric traction overhead wiring infrastructure. There are additional safety hazards in these corridors even if there is no overhead wiring above the ARTC tracks.

All rail safety workers who are entering these corridors must have completed the ARTC Electrical Safety Induction. This is an online induction and assessment on the Rail Industry Worker website. There is a cost payable to RIW for this Induction. There is no expiry for the Induction. The successful completion of the Induction and Assessment will be recorded against the person's RIW record.

The Induction is required for work in the following corridors:

- Sydney Freight Network from Glenlee to Cooks River;

- Islington Junction;
- Craigieburn to Melbourne;
- Melbourne to Elders;
- Adelaide – to be defined.

7.1.2.15 How do I use the RIW card to log on at a work site?

It depends on the rules being implemented at the work site. There may be a number of methods to log on at a worksite, which could include: an electronic login, a mobile scanner or mobile phone with a barcode reader. If a login point is not available at your work location you will be asked to produce your rail industry worker card at the pre work brief or by Safeworking staff prior to works commencing.

7.1.2.16 Will ARTC audit me on a work site?

Yes. Auditing to identify correct roles and competencies for the work being undertaken will occur at scheduled and random events by a number of ARTC representatives, including: Risk and Compliance Auditors, Safety and authorised Protection Officers. Auditing can involve methods such as scanning cards using a mobile app and log points. Auditing can also take place by Regulators.

7.1.2.17 Can I be asked to hand my card back?

No. The card belongs to you.

7.1.3 Rail Safety Medicals

Medical requirements adhere to the National Standard for Health Assessment of Rail Safety Workers and should be read in conjunction with ARTC's Health and Fitness procedure.

7.1.3.1 Do I need a rail safety medical?

If you intend to carry out rail safety work on the ARTC network and fall into Categories 1, 2 or 3 of the Safety Critical Worker Risk Categories you will be required to hold a current rail safety medical. A copy your rail safety medical summary report will be required as evidence when applying for, and maintaining, your rail industry worker card.

7.1.3.2 What are the different types of rail safety medicals?

Three different types of rail safety medicals ARTC requires are summarised in the following table:

Category 1	Category 2	Category 3
Required by any rail safety worker who holds a ***safeworking*** competency.	Required by any rail safety worker who does not hold a safeworking competency but does hold a ***network control*** competency.	Required by any rail safety worker who does not hold either a safeworking competency or network control competency.
Applies to rail safety workers who undertake safety critical work where ill health may result in sudden incapacity or collapse leading to a serious incident affecting public safety or the rail network. Required by any rail safety worker who holds a safeworking competency.	Applies to rail safety workers who undertake safety critical work where sudden incapacity will not impact on the safety of the public or the rail network.	Applies to rail safety workers who undertake non-safety critical work and whose health and fitness does not impact directly on the rail network but who are required to protect their own safety and that of other workers.

7.1.3.3 Can I book my rail safety medical with any doctor?

No. Your rail safety medical must be carried out by an Authorised Health Professional for rail safety medicals.

For contractors you can use the Authorised Health Professionals search function at: https://www.riw.net.au/authorised-health-professionals/

For employees the People Team will organise medicals on commencement with ARTC or before the medical is to expire in RIW.

7.1.3.4 What will the doctor assess?

The Authorised Health Professional will assess your health status in accordance with the National Standard for Health Assessment of Rail Safety Workers. See www.ntc.gov.au for further details.

7.1.3.5 How long will the assessment take?

Speak with the Authorised Health Professional as this depends on the category of rail safety medical assessment you undertake.

7.1.3.6 Is there a form the doctor needs to complete?

Yes. The forms are available from and completed by the Authorised Health Professional.

Contractors are to ensure their rail safety **medical contains the following information:**

- **name of the** Authorised Health Professional and **their medical practice,**
- **drug and alcohol test results,**
- **dates – of the medical and any review periods required,**
- rail safety **medical category, and comments if there are any restrictions on performing duties**

7.1.3.7 How much will the medical cost me?

ARTC Employee rail safety medical costs will be met by ARTC.

Contractor rail safety medical costs are set by the Authorised Health Professional and are not met by ARTC.

7.1.3.8 Do I need to tell ARTC that I am having a medical?

As a contractor you do not need to advise ARTC you are having a medical.

For employees medicals are organised by the People Team.

7.1.3.9 Can I fail the medical assessment?

Yes. As a contractor you can be deemed as not fit for duty to carry out rail safety work for ARTC.

As an employee, you can also be deemed not fit for duty to carry out rail safety work. Where this has occurred, your HR Advisor will discuss your options with you. You will be disassociated from the ARTC site in the Rail Industry Worker system and your rail medical expired in your Rail Industry Worker profile.

For further details regarding employee management of this, refer to the Health and Fitness procedure.

7.1.3.10 What happens if I fail a rail safety medical assessment?

You will not be permitted to conduct rail safety work for ARTC at the applicable level of rail safety medical category.

In the event of failing a rail safety medical, it is important to discuss your options with your Authorised Health Professional.

7.1.3.11 What happens if I forget to renew my medical?

If your medical is not renewed by the expiry date, your RIW card will automatically become inactive until you complete a new medical and upload a copy into the RIW system.

Employees with any concerns are to contact the People Team.

7.1.3.12 Do I need a new medical if I change roles?

Depending on what role you change to, you may require another medical. This is generally the case if the new role requires a higher level medical than you currently hold. For example: a rail labourer requires category 3 medical.

If you become a protection officer, you will require a category 1 medical. If you downgrade your qualifications, your higher medical will cover you until renewal is required.

7.1.3.13 Do I need a drug and alcohol assessment?

Yes. Each time you attend a rail safety medical, you will be required to submit to a drug and alcohol assessment.

Where a current rail safety medical does not include a drug and alcohol assessment, you will need to obtain an assessment. ARTC will only accept drug and alcohol assessment reports from Authorised Health Professionals.

7.1.3.14 What is the drug and alcohol assessment?

A drug and alcohol assessment will include a urine drug test and an alcohol breath test.

The alcohol breath test will involve the use of a calibrated AS 3547 compliant testing device.

The drug test will involve the collection and testing of urine, in line with AS/NZS 4308.

A drug test must be conducted by an Authorised Health Professional, or under direction from an Authorised Health Professional, at a NATA accredited urine drug testing collection centre.

A drug and alcohol assessment must include documentation from an Authorised Health Professional that indicates that a drug and alcohol test was conducted, test results and whether the worker is ‘fit for duty’, or ‘not fit for duty’. Testing records may also be included.

7.1.3.15 What if I test Positive to alcohol and/or drugs?

You will not be authorised to perform work for ARTC, where an Authorised Health Professional has deemed you ‘unfit for duty’.

You will be deemed ‘unfit for duty’ where your:

- alcohol breath test indicates the presence of alcohol, or
- drug test indicates the presence of an illegal substance, or

- drug test indicates the presence of a impairing legal substance - unless an Authorised Health Professional has deemed that you are able and willing to appropriately manage associated safety risks.

7.1.3.16 How long will my medical assessment be valid for?

This depends on what type of medical assessment you need and your age. See below table.

Medical Category	Validity
Category 1	5 yearly to age 50
	2 yearly between 50 to 60
	Yearly from the age of 60
Category 2	As per Category 1
Category 3	On commencement as rail safety worker
	In the year they turn 40
	5 yearly from the age of 40

Please note the above timeframes are only true where an authorised health professional does not determine a requirement for more frequent reviews.

7.1.3.17 Who sees my rail safety medical results?

Access to your full rail safety medical report is restricted to yourself and the medical provider (Authorised Health Professional). However, your rail safety medical summary report will be recorded within RIW as confidential data.

7.1.4 Competencies

7.1.4.1 What will ARTC do before engaging contractors and subcontractors for rail safety work?

Prior to engagement, ARTC will confirm that contractors have the competence to perform the roles they have been contracted for. This includes:

Confirmation the contractor has the required competencies to perform the rail safety work in accordance with ARTC's competency matrices. This is to be confirmed by viewing the contractors competencies via the RIW system prior to them commencing work.

Ensuring contractors have knowledge of the relevant network rules and instructions.

Ensuring contractors have sufficient route / locality knowledge for the required Safeworking duties.

7.1.4.2 What do you mean by competence?

Competency means you have sufficient knowledge and skills to perform rail safety work on behalf of ARTC. This is evidenced by demonstrated experience and/or the possession of qualifications and units of competency issued by organisations such as universities and registered training organisations.

7.1.4.3 What units of competence does ARTC need?

Required units of competence are dependent upon the rail industry worker role, and include qualifications issued by an accredited body such as degrees, statements of attainment, certificates and licences. They must be issued by an organisation recognised by ARTC.

A summary of ARTC's rail safety worker job roles and the required units of competence are found in matrices located on ARTC's website at http://www.artc.com.au/Content.aspx?p=220

7.1.4.4 What if the job I want to do is not in the competency matrices?

It may not be considered rail safety work or may be included in one or more of the generic roles. There may be a requirement to have more than one role to carry out the work.

Contractors requiring further information, email the relevant functional category expert, the email is located at the bottom of each functional webpage on the ARTC website.

For employees discuss this with your supervisor. It should also be noted that RIW roles do not align with award classifications.

7.1.4.5 What if I have been doing a job but don't have the unit of competence specified in ARTC's matrices?

If you do not have the required competency evidence, then you will be unable to perform the role. If you do not have this, you need to contact a relevant RTO to determine how to obtain the qualification.

7.1.4.6 How do I get a copy of my records if the registered training organisation has closed or lost them?

Registered training organisations have a legal requirement to keep copies of records for any training they have provided. If they have either lost their student records or closed, copies can be obtained from the relevant state or federal accrediting body.

7.1.4.7 What organisations, who issue competencies, does ARTC recognise?

- For most competencies a RTO can deliver the training and issue a qualification. For a list of RTOs refer to the website: www.training.gov.au and search by qualification or unit of competency. (Link to how to find a training organisation)

- For competencies captured in the Safeworking competency matrix, refer the ARTC Approved Safeworking RTOs document on the ARTC website.
- Relevant government bodies issuing licences.
- For qualifications issued by overseas organisations see 7.1.4.15.

7.1.4.8 What will ARTC accept as evidence of competence?

- ARTC requires copies of original/accredited copies of qualifications as evidence of competence. This can include:
- Statements of attainment/certificates/licences for AQF qualifications issued by registered training organisations.
- Licences issued by accredited/regulatory organisations such as WorkCover/WorkSafe.
- In some instances (detailed in competency matrices) demonstrated evidence of work experience.

7.1.4.9 What if my licence is not listed in the matrix?

Before undertaking certain activities in the workplace, you may be required to: obtain a permit, notify a state work safety authority, register certain equipment, and hold a licence or certificate of competency.

Check first any licencing requirements in ARTC and ARA National matrices.

In some instances licencing may not be referenced but may still be required depending on the type of work you intend carrying out, location and state. Examples of which could be: asbestos assessor licence, communication cabling registration, electrical supervisor licence and explosives licence.

7.1.4.10 Special requirements for currency and competency (recertification)

Some roles including Safeworking and Track & Civil evidence of currency is required. Recertification requirements are identified on the relevant ARTC category matrix.

Recertification of competence is a process to assess continuing competence and is a requirement for various roles in ARTC - for example Safeworking recertification.

7.1.4.11 Higher qualifications in-lieu-of lower

ARTC will accept higher qualifications in-lieu-of lower as evidence of competence, provided the pathway to attaining the higher qualification is via the lower.

For example, evidence of Victorian track force protection coordinator competence is acceptable in-lieu-of handsignaller or train track safety awareness competencies.

7.1.4.12 Who do I have to send my competencies to?

Contractors will need to provide competency information to RIW when applying for your rail industry worker card. This information is to be uploaded on the website Rail Industry Worker (RIW)

For employees who have received qualifications or training record transcripts, send to People Team to upload into RIW.

7.1.4.13 What if my qualification/certificate does not match what is listed in the competency matrix?

Matrices show current competencies required for RIW roles. Some people may have older qualifications that could be accepted.

Matrices will identify older competencies that are accepted from previous qualifications.

7.1.4.14 Do my competency documents need to be certified?

No. Your competencies do not need to be certified if they are issued from an Australian RTO.

7.1.4.15 What if my competencies were obtained overseas?

The Australian Government has established Overseas Qualifications Units in most Australian states and territories to assist migrant workers obtain recognition of their overseas gained skills and qualifications.

All tertiary qualifications from foreign institutions must be certified with their Australian Equivalent.

For Trades and Associated Skills Recognition refer:

Trades Recognition Australia: http://www.tradesrecognitionaustralia.gov.au/Pages/default.aspx

For Engineering and Project Managers refer:

Engineers Australia: https://www.engineersaustralia.org.au/

For Skills Assessments Applications

If you are applying for a skills assessment to obtain an Australia visa: http://www.immi.gov.au/

7.1.4.16 Who sees my competencies?

The card issuing body will see your competencies and load the details against your profile in the competency management system. Approved representatives at ARTC, your employer and anyone authorised by you will have viewing access to your competencies.

7.1.4.17 How can I see a sub-contractor's competency information?

For contractors please contact RIW to discuss your access rights.

For ARTC employees, key roles employees will be provided user access to check competency information. Send requests for user access to People Team.

7.1.4.18 Can I update my records if I get another competency?

The RIW system allows you to update your records as you obtain them. For contractors if you have any questions contact your RIW Employer Admin.

ARTC Employees records are updated by the People Team. If employees have copies of qualifications that are not showing as completed in RIW, send them to your HR Coordinator.

7.1.4.19 What happens if I receive notification of an expiring competency?

If a competency has expired, it will need to be renewed for you to continue to perform this work for ARTC.

You or your nominated representative will receive notification from the RIW system that a particular competency is due for recertification. This will occur via email at 30 and 7 days prior to expiry. You will need to contact either your supervisor or a registered training organisation (or body that issued the competency) to make arrangements for a recertification.

An employee receiving any expiry notice is to contact their supervisor.

Note: If a competency expires and a re-certification has not been uploaded by the expiry date, the role will be invalid in the person's profile and they will be unable to complete that role for ARTC until a re-certification is uploaded in to the RIW system.

7.1.4.20 Do I need to have my engineering competencies verified by Engineers Australia?

If you are currently an Australian resident with engineering competencies, they do not need to be verified by Engineers Australia.

7.1.4.21 Is my RIW card portable across state boundaries?

The RIW card is a national card that can be used across Australia with those rail operators who recognise it. Roles attached to the card can be national or state based and will be identified at each rail operator's website.

7.1.5 Other Groups

7.1.5.1 Rail Industry Workers working for other Rail Operators

Contractors, working for other rail operators inside ARTC corridors and having potential to adversely impact on ARTC infrastructure, must select the appropriate RIW role in RIW.

Where evidence has already been entered into RIW for other rail operator roles, RIW will automatically identify competencies and populate new roles entered if similar competencies.

7.1.5.2 Track Machine Operators (TMO) (Old Terminology)

The Track Machine Operator (TMO) is redundant terminology as it is no longer referenced as an ARTC Rail Safety Worker role or National Rail Industry Worker role.

Traditionally TMO training consisted of a one day workshop followed with an on-the-job assessment for the type of plant being assessed.

The units of competence previously received through the TMO training and assessment are units have now been replaced by the following Rail Industry Worker (RIW) roles found on the ARA National Track and Civil Matrix:

- Rail Bound Plant Operator
    - TLIC2058A Travel medium or heavy self-propelled on-track equipment, and/or
    - TLIC2059A Propel and operate light on-track equipment
- Road Rail Plant Operator
    - TLIC3045A Operate road/rail vehicle

The Rail Bound Plant Operator and Road Rail Plant Operator roles are a pre-requisite for the ARTC Safeworking role: Track Vehicle Operator.

7.1.5.3 Who could be considered “Around the Track Personnel”?

Around The Track Personnel role is a national role and can be found on the ARA website. This role applies to people who complete rail safety work either:

- on an infrequent basis; or
- in a training capacity; or
- in the vicinity of the track

ARTC considers the Around the Track Personnel role to include such people as;

- water cart drivers, tractor operators, truck drivers, safety officers,
- contractors involved in track maintenance including weed sprayers, security officers, under-training staff including apprentices, trainees and undergraduates, and surveyors
- External Third Parties

7.1.5.4 Who are Civil Engineering Representatives?

Persons responsible for making engineering decisions that consider the science and standards that align with certifying a section of track are designated as Civil Engineering Representatives (CER). They are regarded as rail safety worker and will have their design competencies assessed.

CERs must ensure:

- the risk to inappropriate operational speeds over track defects is minimised;
- that repairs to track defects are prioritised and undertaken in accordance with standards and procedures;
- track inspection staff have easy to understand, detailed, instructions to respond to track defects;
- deviations from default responses to exceeding tolerances are managed in a controlled manner within the guidance specified in ARTC standards and procedures;
- current defect assessment and responses are effective in managing rail safety risks;
- the process of track assessment is undertaken by experienced and qualified personnel;
- data is analysed to identify trends and deviations from tolerances and ensure control measures are defined and implemented.

CERs must demonstrate an understanding of the application of design criteria in the field, and have an extensive knowledge of track configurations and issues around non-conformance with standards.

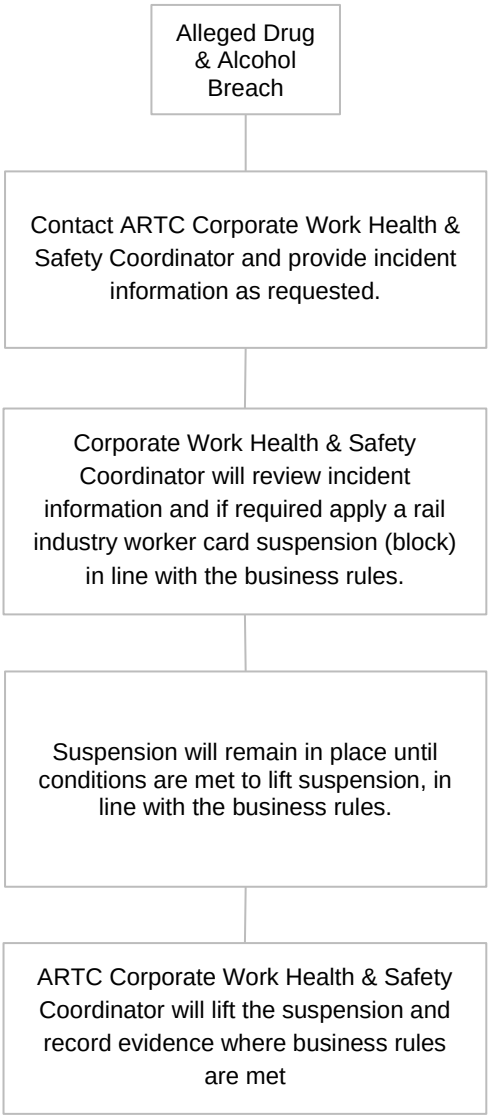
CERs are assessed with reference to the AQF, which has requirements for obtaining qualifications through an approved course. ARTC has determined that the CER competencies required are to be made up of units of competence recognised by the AQF, knowledge and demonstrated experience.

Refer ARTC Engineering, Design and Project Management webpage for further details and matrix.

7.1.5.5 What if I am a concreter/borer?

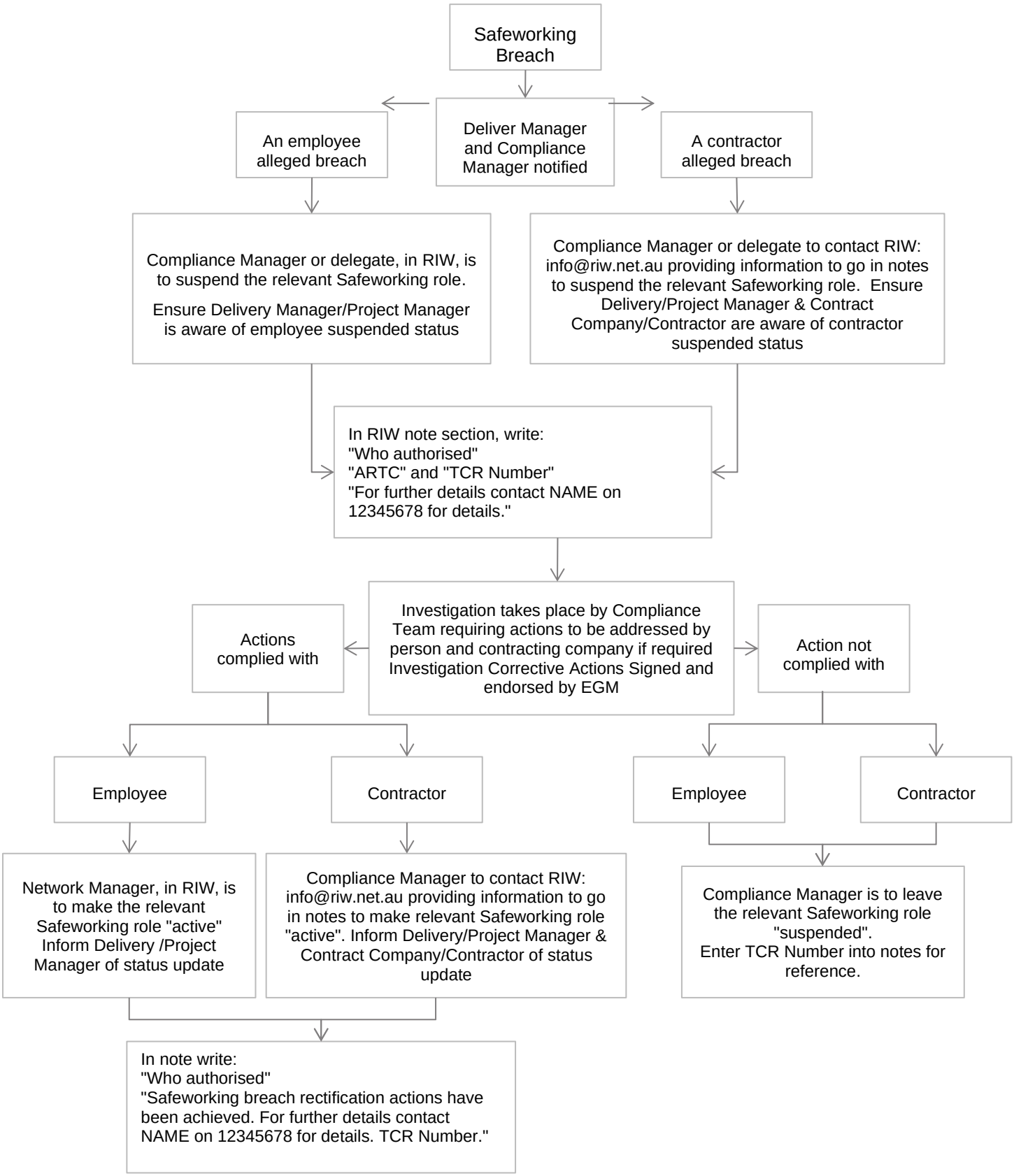
Where the concreting task involves working with sleepers or bearers, it is expected the concreter have experience or knowledge in handling pre-stressed concrete. This also includes where bridge beams are also pre-stressed.

7.2 Appendix 2 - Drug and Alcohol Breach Flowpath



NOTE:

If a person leaves their employment before complying with any conditions the card will remain blocked until the person provide evidence showing they now comply.

Evidence is to be provided to the ARTC

7.3 Appendix 3 - Safeworking Breach Flowpath